MITEL 5320 SIP PHONE

1	Display		Speaker
2	Ring/Message Indicator		Mute
3	Volume, Speaker and Mute Controls		Menu
4	Fixed Function Keys		Cancel
5	Dial Pad		Redial
6	Navigation Page Keys		Hold
7	Programmable Feature Keys and Softkeys		Transfer/Conference
8	Speaker		Message
9	Handset		

NOTE: For more information about using other features and applications on your 5320 SIP Phone, refer to *5320 SIP Phone User Guide* located at www.mitel.com, or contact your Administrator.

Make a Call

9 Lift the handset OR

3 Press .

5 Dial the number OR

7 Press a Speed Call key OR

4 Press OR

5 Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

9 Lift the handset OR

3 Press , and begin speaking.

End a Call

4 Press OR

9 Replace the handset.

Place a Call on Hold

4 Press . The line key flashes.

9 Replace the handset if necessary.

Retrieve a Call from Hold

9 Lift the handset OR

3 Press .

7 Press the flashing line key.

Retrieve a Message

4 Press . It flashes when a message is waiting.
Follow the voice mail prompts to retrieve your message.

Transfer a Call

4 Press .

5 Dial the number. Wait for an answer.

9 Hang up OR announce the transfer and then hang up.

Conference a Call

4 Press .

5 Dial the number. Wait for an answer.

4 Press .

Program a Speed Call

Speed Call can only be programmed on SIP phones via the Web Configuration Tool.

Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust handset or speaker volume while using the handset or speaker.

3 Press repeatedly to raise the volume OR repeatedly to lower the volume.

3 Press to mute your microphone.

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